

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 38- 601

7 JANUARY 2015



Manpower and Organization

***FORMAT AND CONTENT OF MISSION
DIRECTIVES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing web site at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1MO

Certified by: AF/A1
(Mr. Robert E. Corsi Jr.)

Supersedes: AFI 10-101,
12 February 2003

Pages: 11

This instruction implements Air Force Policy Directive (AFPD) 38-6, *Mission Directives*. This Air Force Instruction (AFI) applies to all Air Force units and organizations, the Air National Guard (ANG) and the Air Force Reserve (AFR) and provides guidance and procedures pertaining to the management of Mission Directives. The AFI provides guidelines to ensure that all directly assigned units at and above the squadron level receive timely, effective mission directives from Headquarters Air Force (HAF), Major Commands (MAJCOM), Direct Reporting Units (DRU) and Field Operating Agencies (FOA). This instruction also describes how to prepare Air Force Mission Directives (AFMD). In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Format and Content of Mission Directives. This Air Force publication may be supplemented at any level; MAJCOM-level supplements must be approved by the HSB prior to certification and approval.

Supplements (other than Air National Guard and Air Force Reserve Command) must be routed to Headquarters USAF Manpower, Organization and Resources, Manpower Organization Division (AF/A1MO) for coordination prior to further staffing. AFI content changes, related to ANG and AFRC, must be approved by the Director of the Air National Guard (NGB/CF) through the ANG Manpower, Organization, and Resources Division (NGB/A1M); or Air Force Reserve (AF/RE) through the Air Force Reserve Command Manpower, Organization and Resources Division (AFRC/A1M), respectively. Refer recommended changes and questions about this publication to AF/A1MO using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through channels to AF/A1MO, 1040 Air Force Pentagon Suite

5B349, Washington, DC 20330-1040 or e-mail: usaf.pentagon.af-a1.mbx.af-a1mo-workflow@mail.mil. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items." A reference to an internal paragraph that contains the authority and directions is also permitted.

SUMMARY OF CHANGES

The Directorate of Manpower, Organization and Resources (AF/A1M) is now responsible for this publication. The guidance was streamlined and simplified.

1. General Guidelines. Mission directives provide general guidance about an organization's mission and communicate the unit's mission and responsibilities to the commander and unit personnel. Mission directives describe what an organization does, not how it does it. They are written at the executive level. A checklist of specific tasks is not appropriate for the general guidance commanders provide in mission directives. AFPD 38-6 provides the policy guidance on mission directives. The following is a summary of the key guidelines in AFD 38-6:

1.1. Every unit in the Air Force will have a mission directive; (reference AFI 38-101 for the definition of a unit.)

1.1.1. Detachments and other activities below squadron level do not require a mission directive, unless directed by the MAJCOM, DRU, or FOA commander.

1.1.2. When two or more subordinate units have the same mission, the MAJCOM, DRU, or FOA may issue a single mission directive. For example, when several wings have the same mission, only one mission directive is necessary for those wings. Similarly, for example, a wing with three flying squadrons with the same mission need issue only one mission directive for all three squadrons.

1.1.3. At their discretion, MAJCOMs may waive the requirement for a mission directive for units below the Numbered Air Force level which have a current Designed Operational Capability statement in accordance with AFI 10-201, *Status of Resources and Training System*.

1.2. MAJCOMs, DRUs, and FOAs issue mission directives for each directly assigned and Air Reserve Component gained unit. MAJCOMs may delegate the authority to issue mission directives to subordinate units.

1.3. The OPR, certifying authority, and approving authority for an organization's mission directive must be in a higher level organization within its chain of command.

2. MAJCOM, DRU and FOA AFMDs. HAF OPRs will use these guidelines for developing AFMDs for each MAJCOM, DRU, FOA, and selected office. The Vice Chief of Staff approves AFMDs for MAJCOMs and DRUs. FOA mission directives are approved by the appropriate HAF two-digit official (e.g., SAF/IG, AF/A3/5). For FOAs that fall under a HAF two-digit official without subordinate three-digit offices, the HAF two-digit office will be the certifying official and AF/CVA and SAF/AA will be the approval authorities for FOAs of Air Staff and Secretariat organizations, respectively.

2.1. The HQ USAF Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1):

2.1.1. Maintains a focal point and central repository for all matters pertaining to AFMDs (AF/A1MO).

2.1.2. Determines the certifying authority for each MAJCOM, DRU, FOA, and selected office AFMD (Attachment 2). The certifying authority will in turn, appoint an OPR (e.g., three or four-digit staff office). During the AFMD's review every 4 years or as necessary, certifying officials will review the OPR designation to ensure it is up-to-date.

2.2. Each AFMD OPR will:

2.2.1. Prepare assigned AFMDs.

2.2.2. Revise the AFMD when the mission changes. Revisions shall include adding or deleting items that are essential to the overall Air Force mission, but are not necessarily essential to the command's primary mission. Revisions will not include expanding the organization's administrative or housekeeping duties, such as personnel, administration, or logistics.

2.2.3. Coordinate new and revised AFMDs at the HAF level in accordance with AFI 33-360.

3. MAJCOM, DRU, and FOA commanders:

3.1. Issue and control mission directives for their subordinate units.

3.2. Appoint OPRs to prepare mission directives.

3.3. Appoints an OPR as the focal point and maintainer of a central repository of mission directives.

4. Preparing a Mission Directive. OPRs at every level will use these guidelines and the sample (Attachment 3) when preparing mission directives.

4.1. Create a broad outline of the principal components of the organization's mission, but provide sufficient detail to clarify the following:

4.1.1. Mission. Include all necessary elements of the organization's mission and duties.

4.1.2. Command. Specify the relationships, if applicable, between:

4.1.2.1. HAF and commanders of MAJCOMs, DRUs, FOAs, or selected offices.

4.1.2.2. The organization or command and the Joint Chiefs of Staff.

4.1.2.3. The Air Force components and the unified command of assignment.

- 4.1.2.4. The organization and other Air Force organizations, government agencies, US Military Services and the Armed Forces and government agencies of other nations.
- 4.1.3. Responsibilities. Identify the mission elements assigned by unified commanders, specified commanders, or higher authorities. Define the commander's responsibility for executing those elements of the mission.
- 4.2. Legal or higher headquarters direction. Cite any laws or higher headquarter directives (e.g. Department of Defense Directives or Instructions) that provide specific direction regarding the organization's mission, responsibilities, and command relationships.
- 4.3. Length. Be brief; if possible, limit to no more than two pages.
- 4.4. Language and Tone. The mission directive is an order from a superior commander to a subordinate commander. The mission directive directs action. Use simple, clear, and direct language to make mission directives easy to understand.
- 4.5. Subparagraphs. The nature of the organization determines the headings for subparagraphs. For example, under the main paragraph "Mission," Air Combat Command might discuss "Preparing Forces" and "Providing Forces" in subparagraphs. Other MAJCOMs might discuss "Test and Evaluation" or "Training." Keep the focus at the executive level rather than on specifics.
- 4.6. Security Classification. Do not classify mission directives. Classified supplements may be prepared, if necessary, to describe a unit's mission.

5. Mission Directive Numbering.

- 5.1. MAJCOM, DRU, and FOA AFMDs. Use the numbers in Attachment 2 (for example, the mission directive for Air Combat Command is AFMD 2). AF/A1 will assign, delete, or change AFMD numbers as necessary. Numbers may be re-used three years after rescission of the last MD to use the number.
- 5.2. Unit-Level Mission Directives. Units below the MAJCOM, DRU, and FOA will begin with the parent organization's abbreviation followed by three digits, assigned at the organization's discretion (e.g., Air Combat Command mission directives would be numbered ACCMD XXX). Each MAJCOM, DRU, and FOA will publish a list of all organization mission directives.

DANIEL R. SITTERLY
Principal Deputy Assistant Secretary
Manpower and Reserve Affairs

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 38-6, *Mission Directives*, 23 December 2014

AFI 10-201, *Status of Resources and Training System*, 19 April 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Mission Directive

AFPD—Air Force Policy Directive

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HAF—Headquarters Air Force

MAJCOM—Major Command

OPR—Office of Primary Responsibility

Attachment 2**AFMD NUMBER ASSIGNMENT, CERTIFYING AUTHORITY****And Approval Authority**

AFMD Number	Organization	Certifying Authority	Approval Authority
1	Headquarters Air Force	SAF/AA	SECAF
2	Air Combat Command	AF/A3/5	AF/CV
3	Air Education and Training Command	AF/A3/5	AF/CV
4	Air Force Materiel Command	AF/A4/7	AF/CV
5	Air Force Space Command	AF/A3/5	AF/CV
6	Air Force Special Operations Command	AF/A3/5	AF/CV
7	Air Mobility Command	AF/A3/5	AF/CV
8	Pacific Air Forces	AF/A3/5	AF/CV
9	United States Air Forces in Europe	AF/A3/5	AF/CV
10	Organization and Functions of National Guard Bureau	NGB/CF	AF/CV
11	Air Force Reserve Command	AF/RE	AF/CV
12	United States Air Force Academy	AF/A1	AF/CV
13	Air Force District Of Washington	AF/CVA	AF/CV
14	Air Force Operational Test and Evaluation Center	AF/TE	AF/CV
15	Air Force Intelligence, Surveillance and Reconnaissance Agency	AF/A2R	AF/A2
16	Air Force Mortuary Affairs Operations	AF/CVA	AF/CV
17	Air Force Audit Agency	SAF/AG	SAF/AA
18	No AFMD Currently Assigned		

AFMD Number	Organization	Certifying Authority	Approval Authority
19	No AFMD Currently Assigned		
20	Air Force Civil Engineer Center	AF/A7C	AF/A4/7
21	Air Force Intelligence Analysis Agency	AF/A2R	AF/A2
22	Air Force Installation Contracting Agency (AFICA)	SAF/AQX	SAF/AQ
23	Air Force Operations Group	AF/A3O	AF/A3/5
24	No AFMD Currently Assigned		
25	Air Force Cost Analysis Agency	SAF/FMC	SAF/FM
26	No AFMD Currently Assigned		
27	Air Force Flight Standards Agency	AF/A3O	AF/A3/5
28	No AFMD Currently Assigned		
29	No AFMD Currently Assigned		
30	Air Force Historical Research Agency	AF/HO	AF/CVA
31	Air Force Inspection Agency	SAF/IGI	SAF/IG
32	Air Force Legal Operations Agency	AF/JAG	AF/JA
33	No AFMD Currently Assigned		
34	Air Force Program Executive Office	SAF/AQX	SAF/AQ
35	Air Force Medical Operations Agency	AF/SG3	AF/SG
36	Air Force Medical Support Agency	AF/SG8	AF/SG
37	Air Force Personnel Center	AF/A1X	AF/A1
38	Air Force Public Affairs Agency	SAF/PAO	SAF/PA
AFMD Number	Organization	Certifying Authority	Approval Authority


39	Air Force Office of Special Investigations	SAF/IGX	SAF/IG
40	Air Force Personnel Operations Agency	AF/A1X	AF/A1
41	No AFMD Currently Assigned		
42	No AFMD Currently Assigned		
43	Air Force Review Boards Agency	SAF/MRM	SAF/MR
44	Air Force Safety Center	AF/SED	AF/SE
45	Air Force Security Forces Center	AF/A7S	AF/A4/7
46	No AFMD Currently Assigned		
47	No AFMD Currently Assigned		
48	No AFMD Currently Assigned		
49	No AFMD Currently Assigned		
50	Air National Guard Readiness Center	NGB/CF	AF/CVA
51	No AFMD Currently Assigned		
52	Air Force Weather Agency	AF/A3O-W	AF/A3/5
53	No AFMD Currently Assigned		
54	No AFMD Currently Assigned		
55	No AFMD Currently Assigned		
56	Air Force Agency for Modeling and Simulation	AF/A3O	AF/A3/5
57	No AFMD Currently Assigned		
58	No AFMD Currently Assigned		
AFMD Number	Organization	Certifying Authority	Approval Authority
59	No AFMD currently assigned		

60	No AFMD currently assigned		
61	Air Force Financial Services Center	SAF/FMP	SAF/FM
62	Air Force Petroleum Agency	AF/A4L	AF/A4/7
63	Air Force Global Strike Command	AF/A10	AF/CV

Attachment 3

SAMPLE MISSION DIRECTIVE

Figure A3.1. Sample AFMD.

<p>BY ORDER OF THE SECRETARY OF THE AIR FORCE</p>	<p>AIR FORCE MISSION DIRECTIVE 63</p> <p>26 APRIL 2011</p>
	<p>AIR FORCE GLOBAL STRIKE COMMAND (AFGSC)</p>
<p>COMPLIANCE WITH THIS PUBLICATION IS MANDATORY</p>	
<p>ACCESSIBILITY: Publications and forms are available on the e-Publishing website at http://www.e-publishing.af.mil for downloading or ordering.</p>	
<p>RELEASABILITY: There are no releasability restrictions on this publication.</p>	
<p>OPR: AF/A10-P</p>	<p>Certified by: AF/A10 (Maj Gen William A. Chambers)</p> <p>Pages: 2</p>

This Directive states the mission, defines the command structure, and establishes the responsibilities for Air Force Global Strike Command (AFGSC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from field units through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/>.

1. Mission. AFGSC develops and provides safe, secure, and effective combat-ready forces to conduct deterrence and global strike operations in support of the President of the United States and Combatant Commanders. AFGSC organizes, trains, and equips forces for joint or combined operations in the roles of force application, force enhancement, and force support operations. AFGSC is a Major Command (MAJCOM) of the U.S. Air Force and the Air Force Component MAJCOM to United States Strategic Command (USSTRATCOM).

Figure A3.1. Continued.

2

AFMD63 26 APRIL 2011

2. Command.

2.1. The AFGSC Commander is responsible to the Chief of Staff of the Air Force for administration, training, and readiness of assigned forces.

2.2. The AFGSC Commander provides combat ready forces in support of Combatant Commanders and Presidential directives.

2.2.1. AFGSC is a component MAJCOM to USSTRATCOM.

2.2.1.1. The AFGSC Commander provides forces and exercises Administrative Control (ADCON) for AFGSC forces provided to USSTRATCOM.

3. Responsibilities. The Commander, AFGSC shall:

3.1. Organize, train, and equip combat-ready forces.

3.2. Provide forces for supported combatant commanders.

3.3. Ensure safe, secure, and effective nuclear and conventional forces.

3.4. Develop and support cooperative measures with other MAJCOMs and Agencies to facilitate Intelligence, Surveillance, and Reconnaissance (ISR) direct support to USSTRATCOM.

3.5. Advocate for, perform, coordinate, sustain, and support acquisitions (as applicable) for operational tests of existing, new, or improved weapon systems and equipment.

3.6. Serve as partner or lead MAJCOM for assigned Air Force Reserve and Air National Guard forces. Assist with mobilization of these forces to active duty as ordered by the Secretary of the Air Force.

3.7. Be prepared to provide a Response Task Force as directed to the responsible supported commander in the event of radiological incident or accident.

3.8. Serve as the managing MAJCOM for the Airborne Emergency Action Officer Program for U.S. Air Force members.

3.9. Serve as lead MAJCOM for B-2 and B-52 aircraft, Air Launched Cruise Missiles, nuclear gravity munitions, UH-1N helicopters, Minuteman III ICBMs, and the Nuclear Command, Control, and Communications (NC3) system.

3.10. Collaborate with AFMC and Air Force Nuclear Weapons Center regarding ICBM and aircraft nuclear warhead matters.

PHILIP M. BREEDLOVE
General, USAF
Vice Chief of Staff